MANAGING SUPERVISORS IN FDM

A Senior Legal Counsel, Supervisor, Supervisor's Assistant and a Senior Legal Counsel Assistant can add, edit or delete supervisors in the FDM.

A default review chain is established for Filers and Supervisors in FDM. If you know that members of the user's review chain are different from the default, please update them appropriately.

The process for adding and removing Supervisors, Senior Legal Counsels and ADAEOs is the same in FDM.

Adding a New Supervisor to FDM

Searching for a Supervisor within FDM

1. Click **Admin | Supervisors**.

2. Type at least three letters of the Last, First and/or Middle name and click **Search.** Any matching search results displays at the bottom of the screen.

Note: For better results, type the full name when possible.

Adding a New Supervisor to FDM

3. Click **Add New Supervisor**. The Search and Select New Supervisor page is displayed.

4. Type at least three letters of the Last, First and/or Middle name and click **Search.** Any matching search results displays at the bottom of the screen.

Note: The Search and Select New Supervisor search, searches within the Global Directory.

5. Locate the name of the person you wish to add and click **Select** beside their name.

6. Click **Confirm**. The system registers the person you selected as a Supervisor, and then prompts you to select their Senior Legal Counsel.

The new Supervisor receives an e-mail message indicating that you added them as a supervisor in FDM.

Selecting a Different Senior Legal Counsel for a Supervisor

The Agency's default Senior Legal Counsel has been automatically selected for the supervisor you just added. However, you can change their Senior Legal Counsel at this time if necessary. To assign a different Senior Legal Counsel:

7. Click **Change** beside the default name.

8. Type the appropriate name in the search fields and then click **Search**.

9. Locate the appropriate Senior Legal Counsel name and click **Select** beside their name.

Complete Adding a Supervisor in FDM

10. On the Add/Edit Supervisor page, click **Add**. A confirmation page is displayed showing that the person selected has been added as a supervisor.

11. Click **Continue** to return to the Search for Current Supervisors page.